



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY

Vacancy Announcement #2016-03

Position:	Court Reporter to Senior Judge Michael J. Davis Regular full-time position
Number of Vacancies:	One
Location:	Minneapolis, MN
Posting Date:	January 15, 2016
Classification:	Court Reporter Salary Schedule, Level 1 to Level 4
Salary:	\$80,332 – \$92,382 Depending on Qualifications
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, January 29, 2016 at 5:00 p.m.
Area Of Consideration:	Open to all sources

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has five staffed divisional offices located in Minneapolis, St. Paul, Duluth, Bemidji, and Fergus Falls. This position supports 7 district judges, 5 senior district judges, 8 magistrate judges, 1 part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Service Office staff.

Introduction

The United States District Court for the District of Minnesota is seeking applicants for an Official Court Reporter to office in Minneapolis, Minnesota with travel to St. Paul, Duluth, Fergus Falls and Bemidji as required.

Representative Duties

The Court Reporter performs court reporting services for all judicial proceedings. The position requires the ability to record verbatim testimony of court proceedings, to read back any or all portions of the court record, to work well under pressure, to produce transcripts within required time limitations and to file transcripts according to statute.

Federal law sets forth the duties of court reporters. In addition duties are further defined by the Court Reporter Plan for the District of Minnesota.

Job Qualifications

Minimum Qualifications

At least four years of court reporting experience in the freelance field or a combination of court and freelance experience. Successful candidate is a highly organized individual who exercises tact, judgment, poise, initiative and who maintains a professional appearance and demeanor at all times. Must be able to work with others in a team-based environment and possess the ability to communicate effectively, both orally and in writing. Realtime certification from the National Court Reporters Association is required.

Preferred Qualifications

Realtime and Merit certifications are preferred.

Conditions of Employment

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Applicant must be a U.S. citizen or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history.

Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid vacation and sick leave, health insurance, life insurance, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

Application Process

Qualified candidates should email **cover letter and resume** to:

hr-usdc@mnd.uscourts.gov

Please enter “Application for Court Reporter Position” in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase will be notified.** The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

An Equal Opportunity Employer